

A Guide for Digital Conversion



DVCAM



HDV/DV



Mini DV

1

Power On and Flip Down Cover of *HDV Player* to Open

Located in the upper left hand corner of the machine, is the



POWER button. Lights will illuminate on player.



2

Look Inside *HDV Player*

Look inside to make sure there is not a tape in the machine.

To Eject: Press **EJECT** button. If there is a tape inside, it will automatically eject the tape.

Take it out gently and give it to a staff member.



3

Insert Tape Into *HDV Player*

Insert tape face up
(windows on tape
should be facing up).
The mechanism will
automatically accept it.



4

Close the Cover of *HDV Player*



5

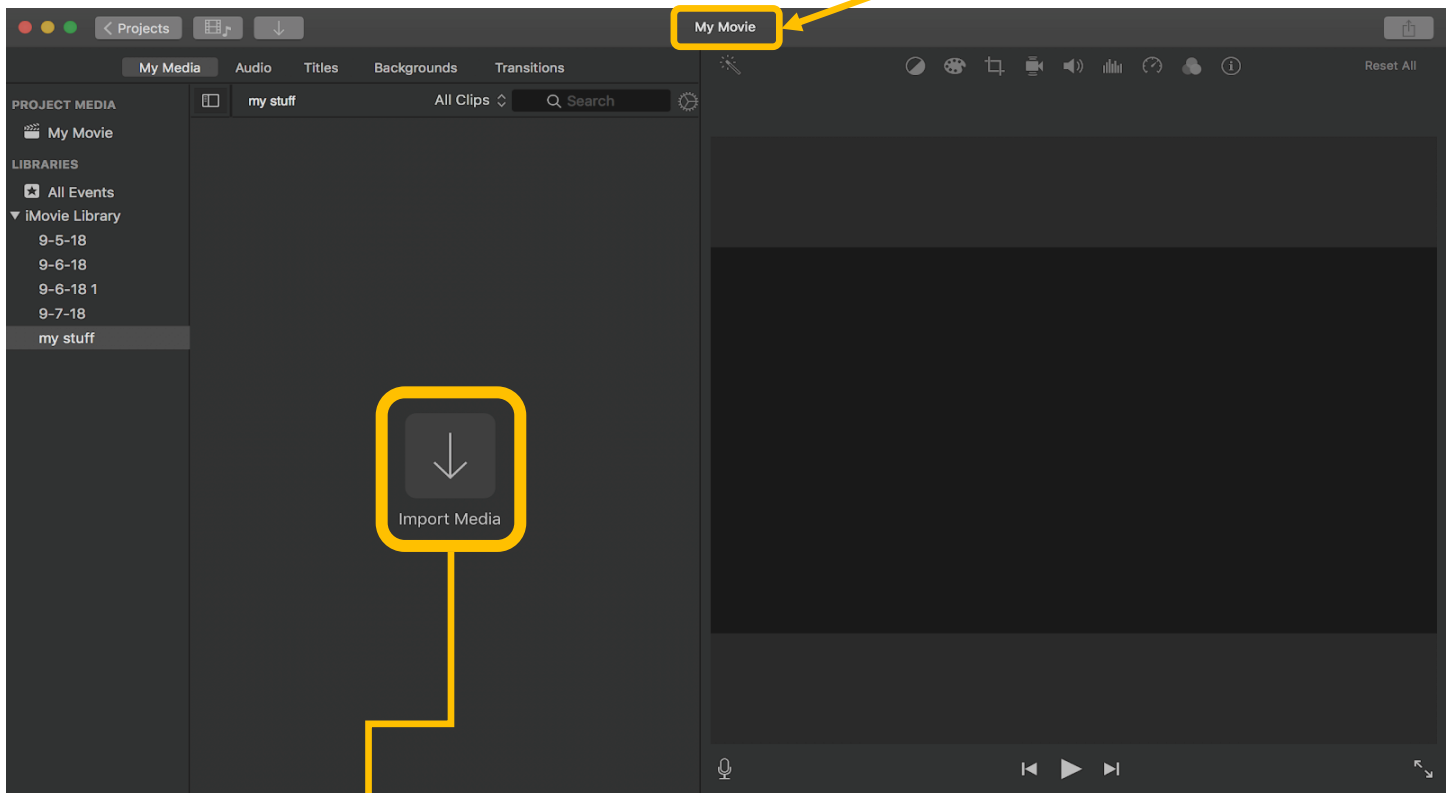


Launch App - *'iMovie'*

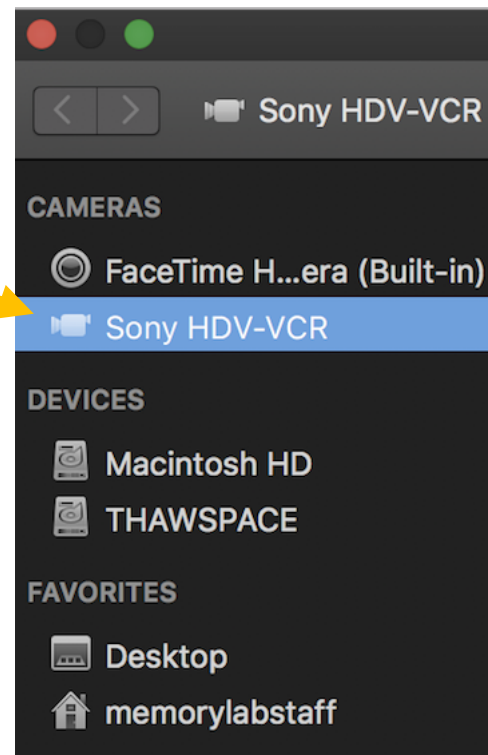
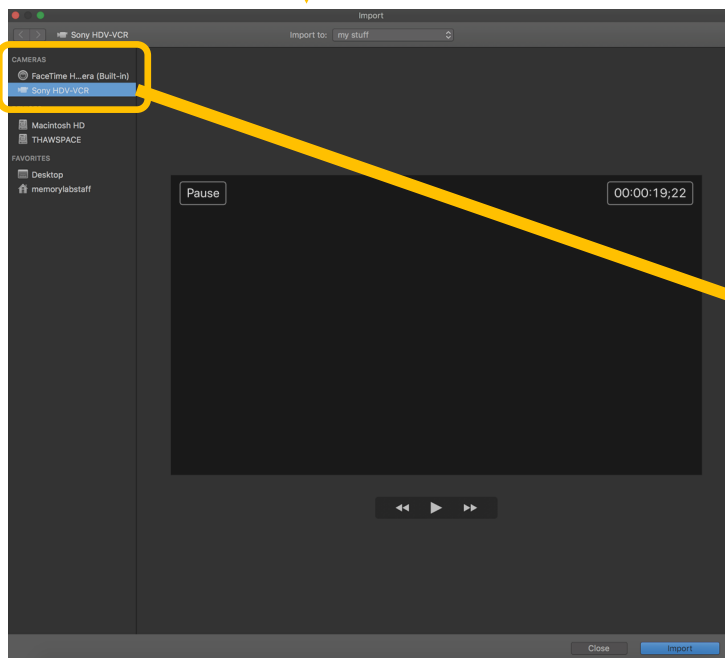
On iMac computer, launch
app '*iMovie*', located at
menu bar at bottom of
screen.



6 Select 'Import Media' on iMovie, 'My Movie' window

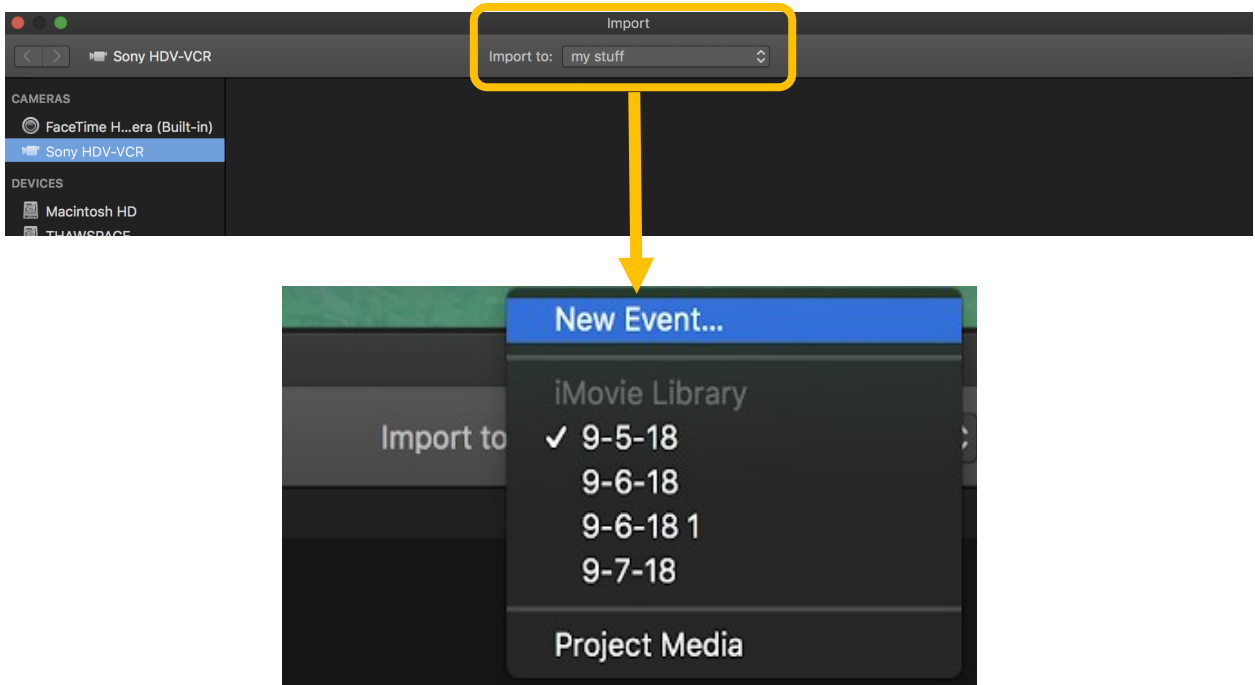


Import Window will open. Locate Sony HDV-VCR Camera.



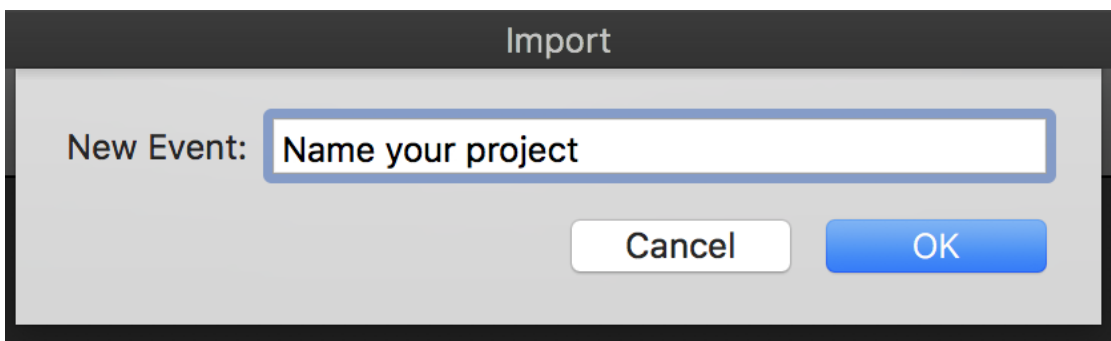
7

Begin a New Project in *'iMovie'*, from *'Import'* window
Under *'Import to:'*, Select ***'New event...'***



8

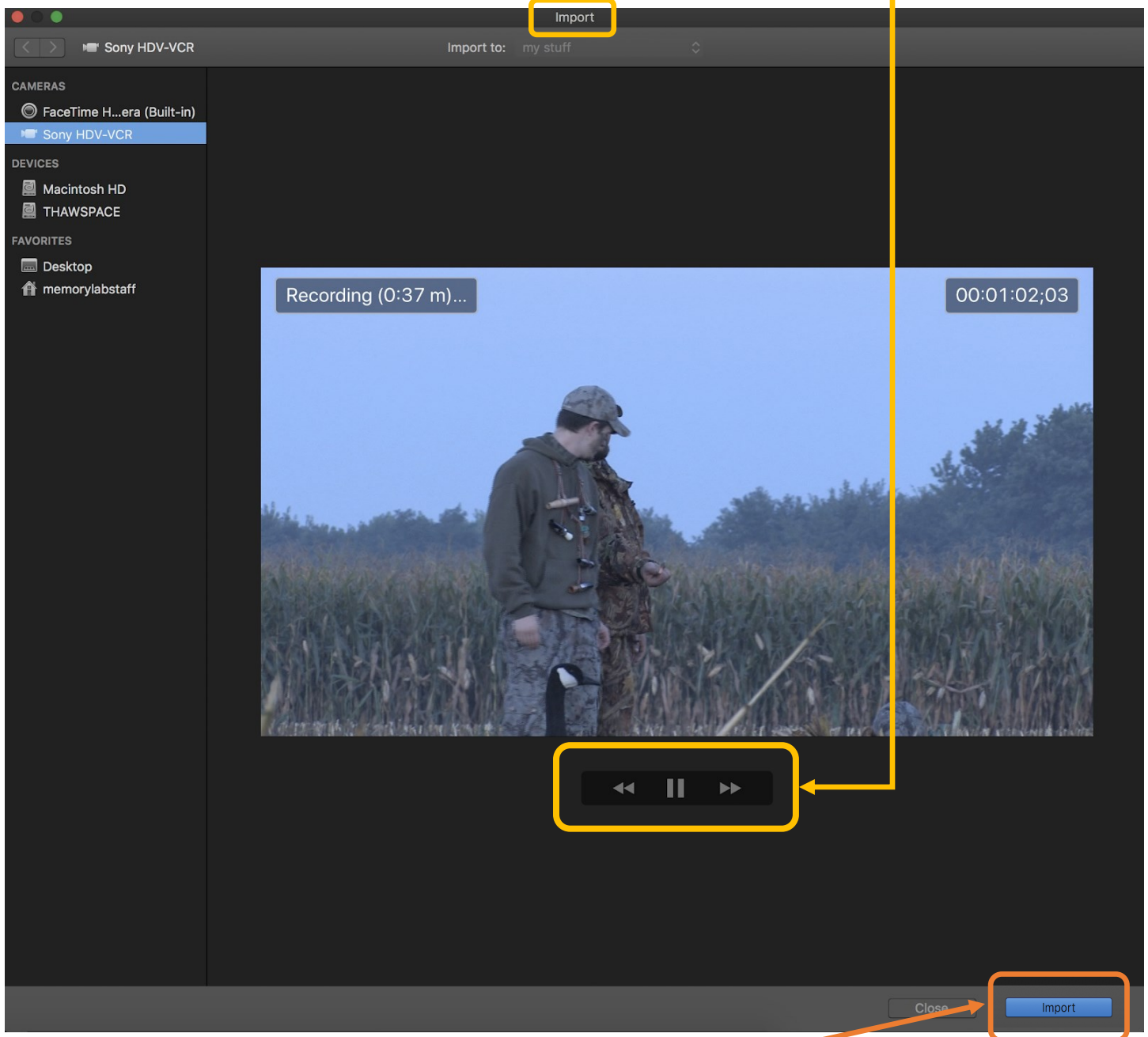
Name Your Project



9

Rewind & Review Tape Locate Starting Point for Recording

Use the menu in the *Import window*.



10

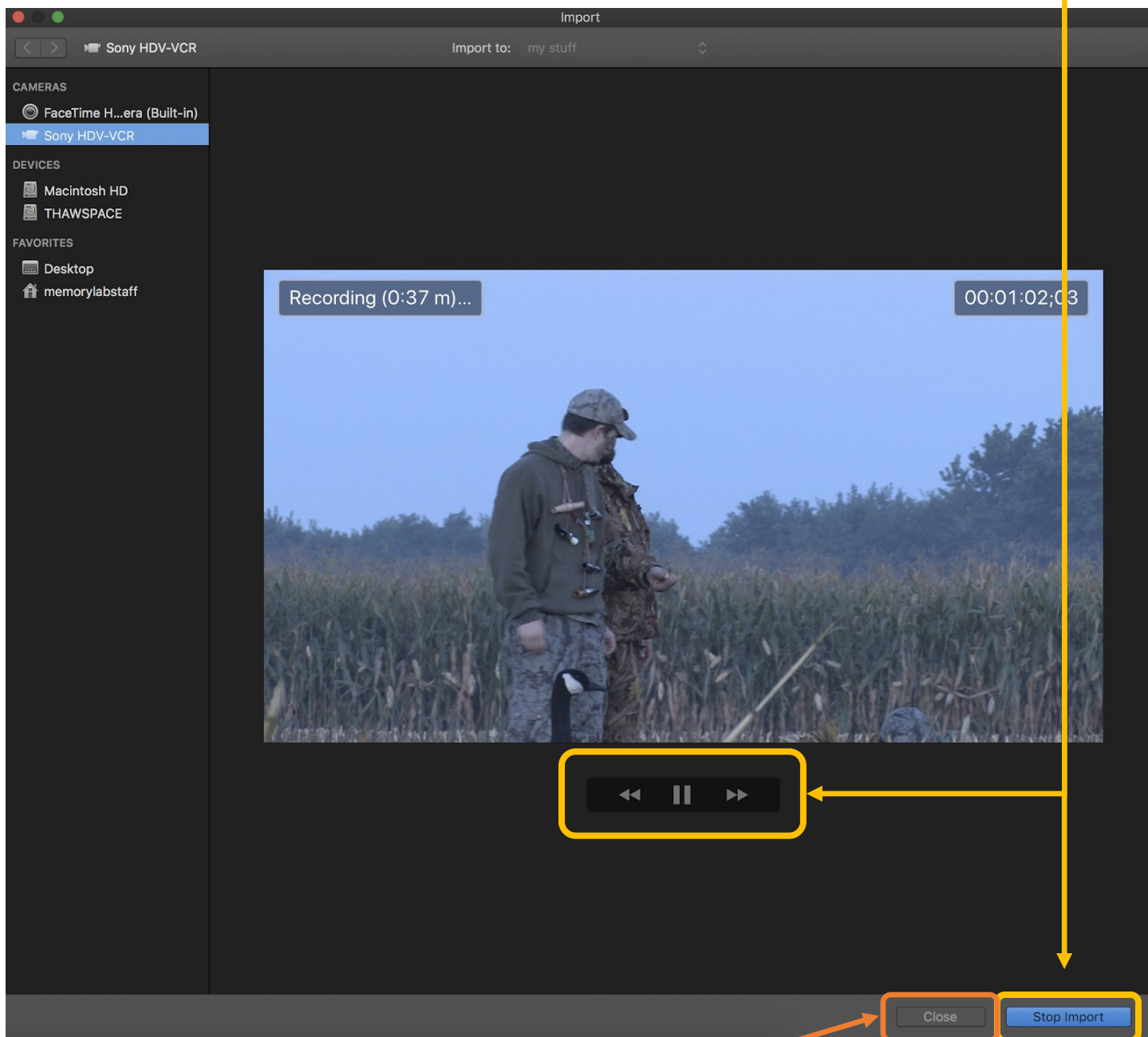
Start Import

Select the '**Import**' button, which can be found at the lower right-hand side of the window.

11

Stop Import

When you have completed importing your footage, press the **Pause** and '**Stop Import**' buttons.



12

Close Import Window

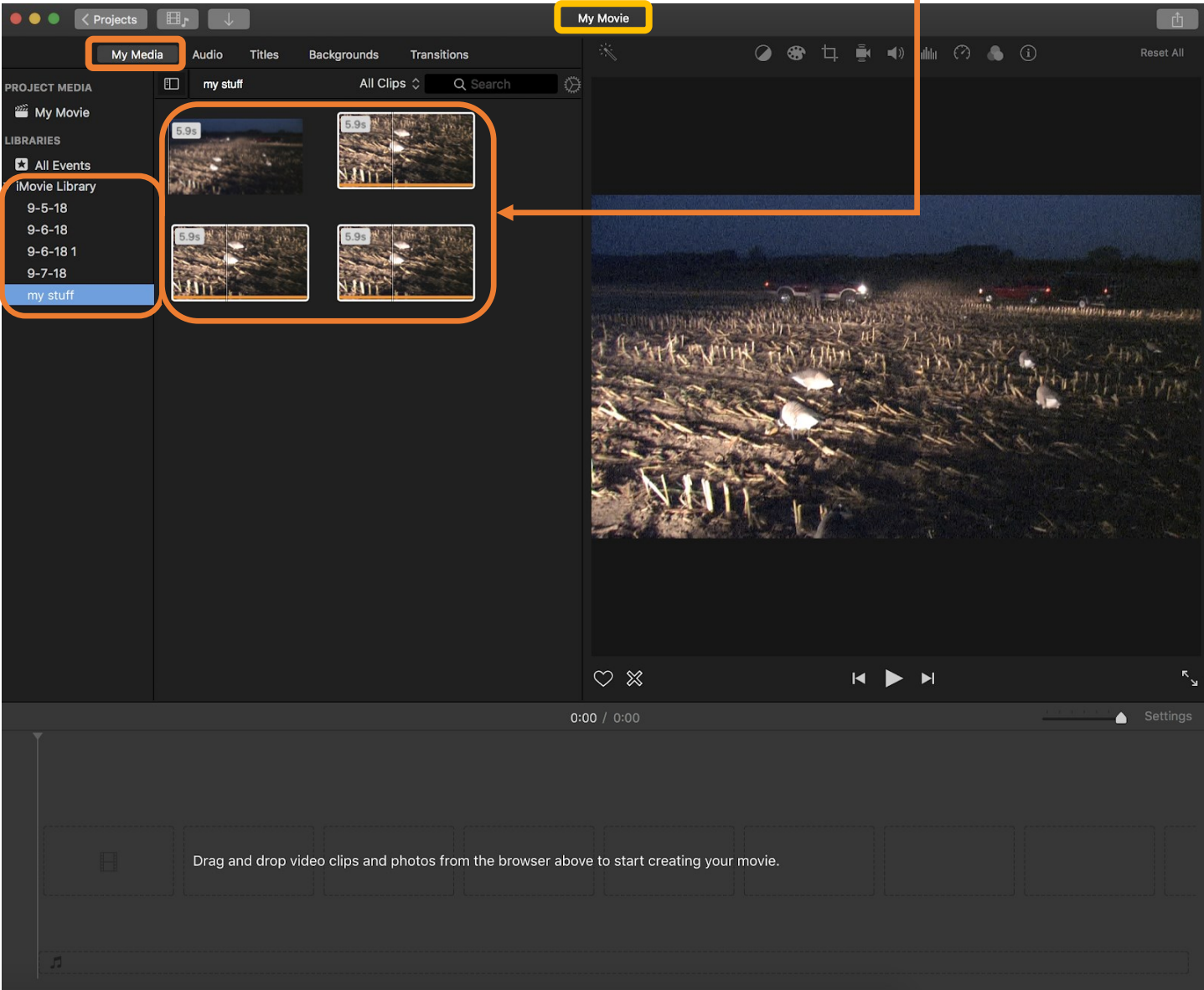
Once the import window has been closed, go back to the '**My Movie**' window.

13

Find Imported Footage on My Movie Window

You should now be in the **'My Movie'** window.

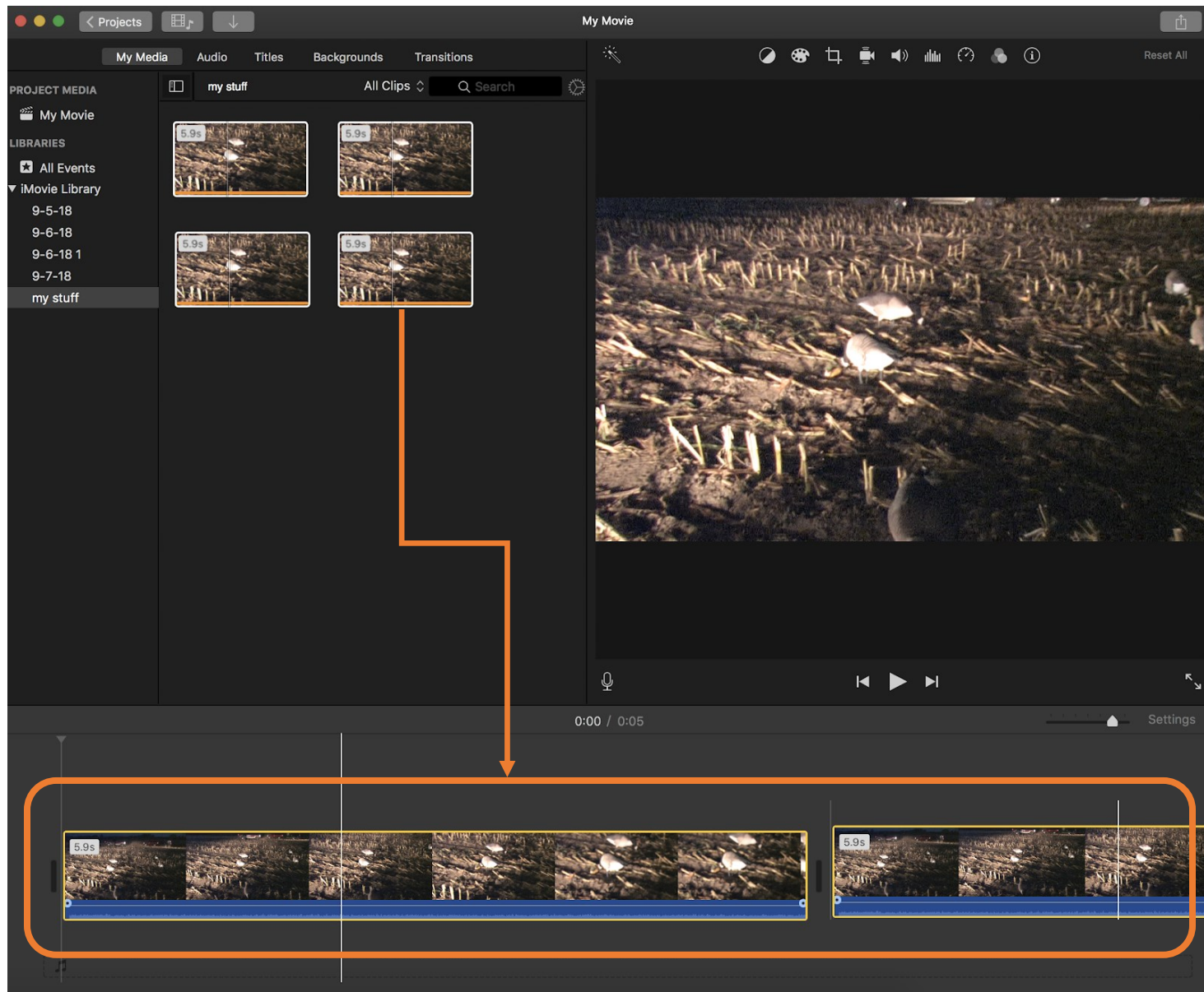
Find your captured footage under **'iMovie Library'** files and **'My Media'** tab. Here are your project files.



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Compile All Clips into One Project

Drag and drop each desired clip towards the bottom of the page, and arrange in preferred order. Once you are ready to save, move on to the next step.

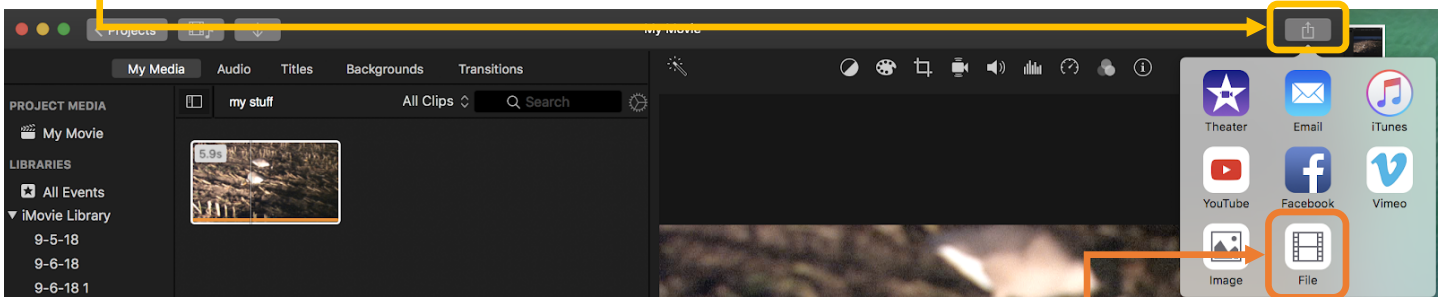


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Share Project

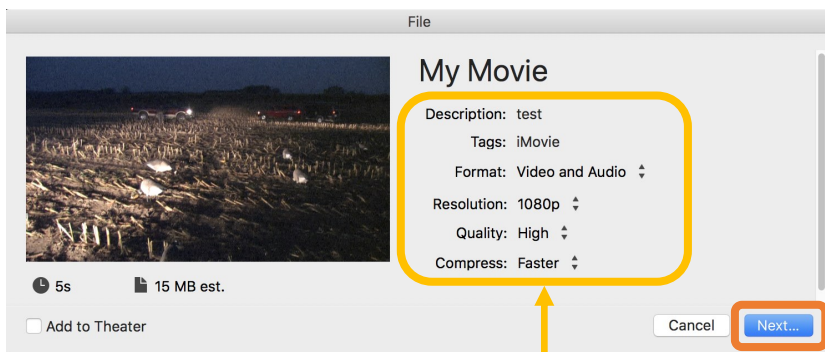
Once you have arranged your clips, you can now share and save. Select the **'Share'** button at the upper right hand corner of the window.



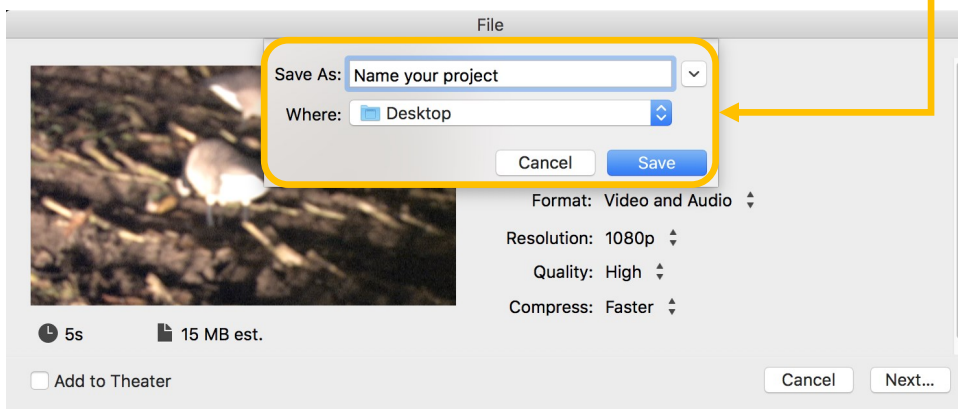
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Save Project

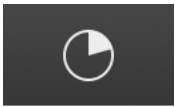
- Select **'File'**. A new window will appear.



- Modify information
- Click **Next**. A new window will appear.
- **Save As**: Name your project, **Where**: Desktop
- **Save**



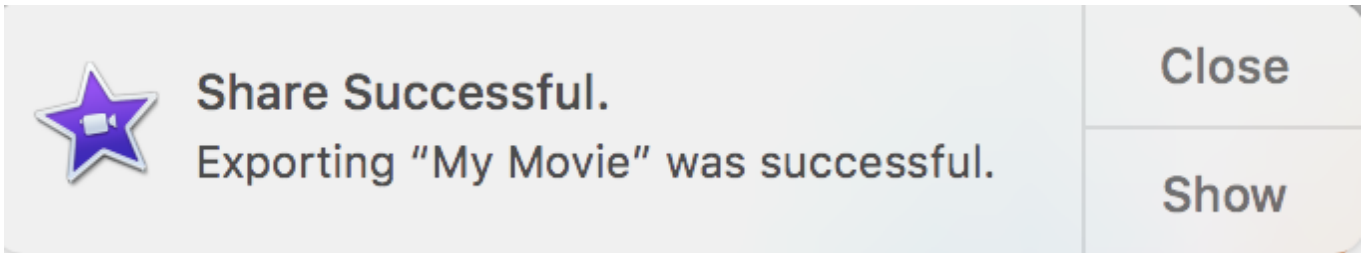
17



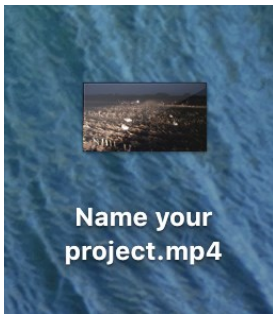
Progress Indicator

A progress indicator will appear on the upper right side of the toolbar. Click the progress indicator to see details. The indicator disappears when the operation has finished.

After the share process is complete, the movie opens in QuickTime Player. A "Share Successful" notification also appears.

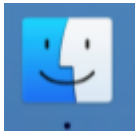


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Locate File(s) On iMac Desktop And *Transfer to Your External Drive

On the iMac desktop, locate your **.mp4** file and import it into your external device, using the drag and drop method.



***Transfer to External Device:**

1. Open Finder, located along menu bar at bottom of desktop.
2. Locate your device, along menu on left.
3. Drag and drop your digitized file(s), into your device.

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Locate Compressed File(s) On iMac Desktop And Save to Your External Drive

On the iMac desktop, locate your .mp4 file saved on the desktop and import it into your external device, using the drag and drop method.

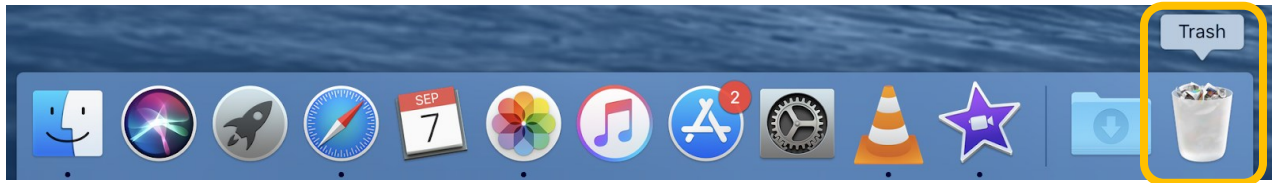
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Delete Personal File(s) From iMac Computer

Once you have confirmed that your files have been saved to your external device. It is time to remove your personal files from the iMac computer folder(s) and software

(e.g. iMovie, Handbrake, Blackmagic Media Express).

To place in the trash: either drag and drop into trash **OR** right-click -> Move to Trash.



Don't
forget!

Remember to take your external device, as well, as any personal belongings with you. (e.g. Tapes).

FAQ:

How much time will this take?

- For every 1 minute of video, it will take 1.5x to digitize it. Capture happens in real time, and then the file must be converted, described, and saved.
- We recommend digitizing no more than 1 hour of video in a lab session.

How much storage space will I need?

- 1 hour of video = 4 GB when saved as an MP4.